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AUTHOR Schlenker, Richard M.
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ABSTRACT

This guide was developed as a "how to" training device for word processing using AppleWorks on the Apple IIe computer with a Duodisk or two disk drives. Step-by-step instructions are provided for program loading, creating files, accessing and using the help list, copying and moving text, deleting text, using the find option, inserting page breaks, changing file names, using the replace option, setting and removing tabs, and producing bold face text. For each procedure, a diagram of the screen display is included. (GL)

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ED314011

OBTAINING HELP WITH APPLEWORKS V1.3 WORD PROCESSING FILES USING THE APPLE IIe COMPUTER

FIRST EDITION

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By

LCDR Richard M. Schlenker USCGR
United States Coast Guard Loran Station Gesashi
Box CG
APO San Francisco, CA 98770-0053

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INTRODUCTION

"Obtaining Help With AppleWorks V1.3 Word Processing Files Using The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V1.3 of the AppleWorks program is used to obtain help with word processor files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.

2. A Duodisk or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk upon which is stored, a word processor file.

If this document is to be used as it was intended, users must know how to turn on the computer.

After using this document, Apple IIe computer operators should be able to use the AppleWorks V1.3 word processing help option with their AppleWorks work processor files. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

S
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DIRECTIONS

01. Program Loading.

a. Place the AppleWorks program (Version 1.3), startup disk in slot #1 of the Duodisk drive or drive #1 if two separate drives are used. If you are not sure which disk drive has been connected as drive #1, place the program in one of the two drives. The computer will normally search both drives for the program disk.

b. Turn on the computer and load the program into the computer. This step may require using two disks, one the startup disk and one the program disk or turning the startup disk over (watch for directions at the bottom of the monitor screen) if the startup and program portions are on opposite sides of the same disk, or:

c. If the machine is already energized, insert the disk and press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down:

d. Press and release the RESET key and then release the OPEN-APPLE and the CONTROL keys (remember, you still may need to insert the second disk or turn the disk over).

e. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen).

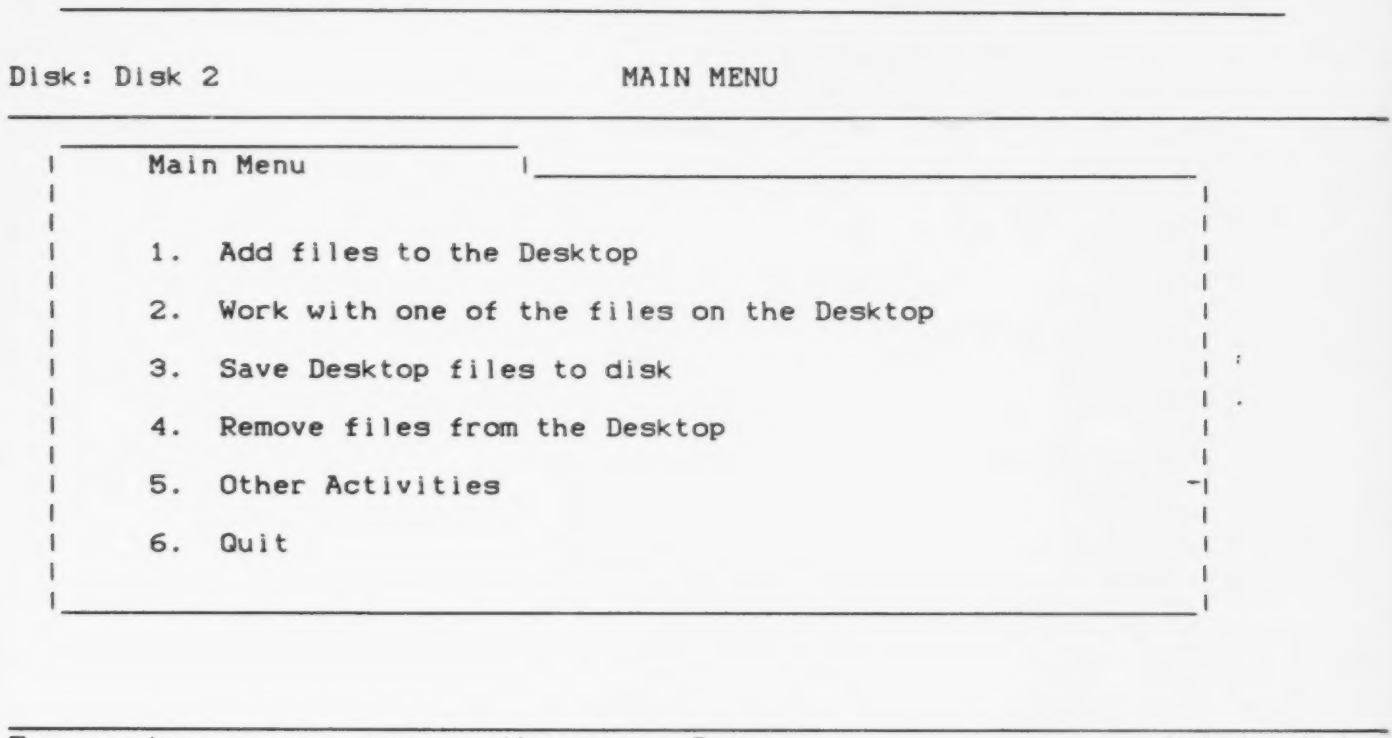
Disk: Disk 2
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 1. The Monitor Screen Showing The Main Menu.

02. Getting Started.

a. Place your data disk in slot #2 of the Duodisk drive or disk drive #2.

b. With the "Add files to the Desktop" option highlighted, press the RETURN key (see Figure 2).

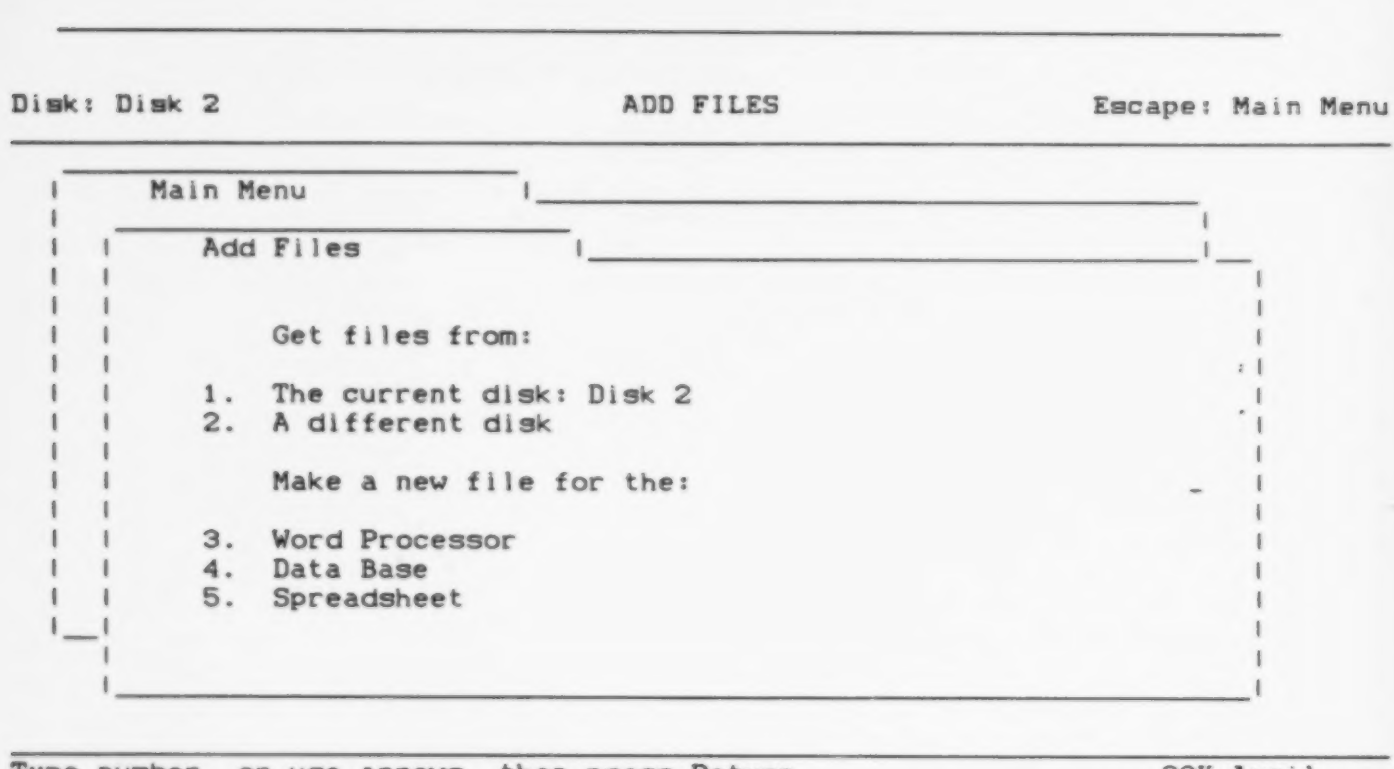

Figure 2. The Monitor Screen After Selecting The Add Files Option.

c. With the,"Current disk: Disk 2" option highlighted, press the RETURN key (see Figure 3).

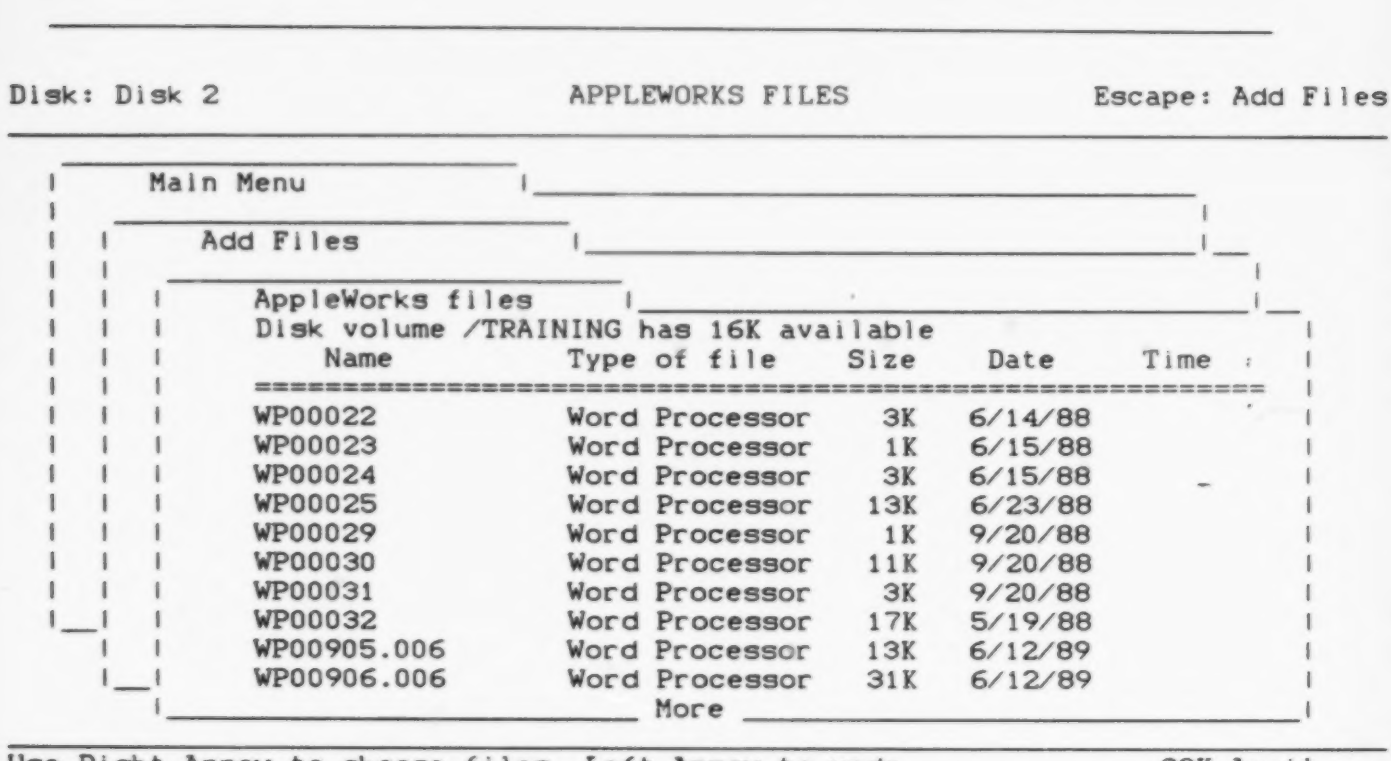

Figure 3. The Monitor Screen Showing A Disk Catalog.

d. Use the DOWN-ARROW to highlight one of your word processor files.

e. Press the RETURN key once. An example of the results can be seen in Figure 4.

File: WP00022 REVIEW/ADD/CHANGE Escape: Main Menu

^INTRODUCTION^

"Setting Up Letters Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

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2. A Duodisk drive or two disk drives.

Type entry or use @ commands Line 1 Column 1 @-? for Help

Figure 4. An Example Word Processor File.

03. Help List.

a. Press the OPEN-APPLE and the "?" keys at the same time. Your monitor screen should look like the picture shown in Figure 5.

```
File: WP00022                          HELP          Escape: Review/Add/Change
=====|=========================================================================
                    @-C    Copy text (includes cut and paste)

                    @-D    Delete text

                    @-F    Find occurrences of....

                    @-K    Calculate page numbers

                    @-M    Move text (includes cut and paste)

                    @-N    Change name of file

                    @-O    Options for print formatting

                    @-P    Print

                    @-R    Replace occurrences of....

                    @-T    Set and clear tab stops

-------------------------------------------------------------------------------
Use arrows to see remainder of Help                                  20K Avail.
```

Figure 5. The Monitor Screen Showing The First Portion Of The Help List.

b. Press the DOWN-ARROW key until the @-Z statement is at the top of the screen (see Figure 6).

```
File: WP00022                          HELP          Escape: Review/Add/Change
=====|=============================================================================
                  @-Z     Zoom In or Out to display or not
                          display printer options

                  @-Space bar     Sticky space

                  Control-B       Begin or end bold face

                  Control-L       Begin or end underline

                  RETURN          Mark end of paragraph

                  DELETE          Delete preceding character

                  Arrows          Move the cursor

                  @-Up arrow      Back up a full screen

                  @-Down arrow    Go forward a full screen

                  @-Right arrow   Go to next word
-------------------------------------------------------------------------------
Use arrows to see remainder of Help                                  20K Avail.
```

Figure 6. The Monitor Screen Showing The Second Portion Of The Help List.

c. Press the DOWN-ARROW keys until the monitor screen no longer changes. The monitor screen now looks like the picture in Figure 7. Notice the similarities between Figures 6 and 7.

```
File: WP00022                          HELP          Escape: Review/Add/Change
====|=========================================================================

                    DELETE          Delete preceding character

                    Arrows          Move the cursor

                    @-Up arrow      Back up a full screen

                    @-Down arrow    Go forward a full screen

                    @-Right arrow   Go to next word

                    @-Left arrow    Go to previous word

                    TAB             Go to next tab stop

                    @-TAB           Go to previous tab stop

                    @-1             Go to beginning of file
                      through         through
                    @-9             Go to end of file
-------------------------------------------------------------------------------
Use arrows to see remainder of Help                                 20K Avail.
```

Figure 7. The Monitor Screen Showing The Last portion Of The Help List.

d. Insure that your printer is on and ready to print.

e. Press the OPEN-APPLE and the "H" keys at the same time.

f. Press the UP-ARROW key until the @-Z message is at the top of screen.

g. Press the OPEN-APPLE and the "H" keys at the same time.

h. Press the UP-ARROW key until the screen no longer changes.

i. Press the OPEN-APPLE and the "H" keys at the same time.

j. Press the ESC key once. The screen now appears similar to the example shown in Figure 8.

```
File: WP00022                    REVIEW/ADD/CHANGE                Escape: Main Menu
=====|=============================================================================

          ^INTRODUCTION^

     "Setting Up Letters Using The AppleWorks...Computers"
was developed for use as a "how to" training device.  It can
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Its development was accomplished using an Apple Duodisk
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     1.  Apple II series computer.

     2.  A Duodisk drive or two disk drives.

------------------------------------------------------------------------------
Type entry or use @ commands          Line 1  Column  1          @-? for Help
```

Figure 8. The Monitor Screen After Exiting The Help List.

04. Using The Help List.

a. Copy text.

(1) Use the ARROW keys and set the cursor under the first letter of the first word in your text that you wish to copy.

(2) Press the OPEN-APPLE and the "C" keys at the same time. Your monitor screen will appear similar to the example shown in Figure 9.

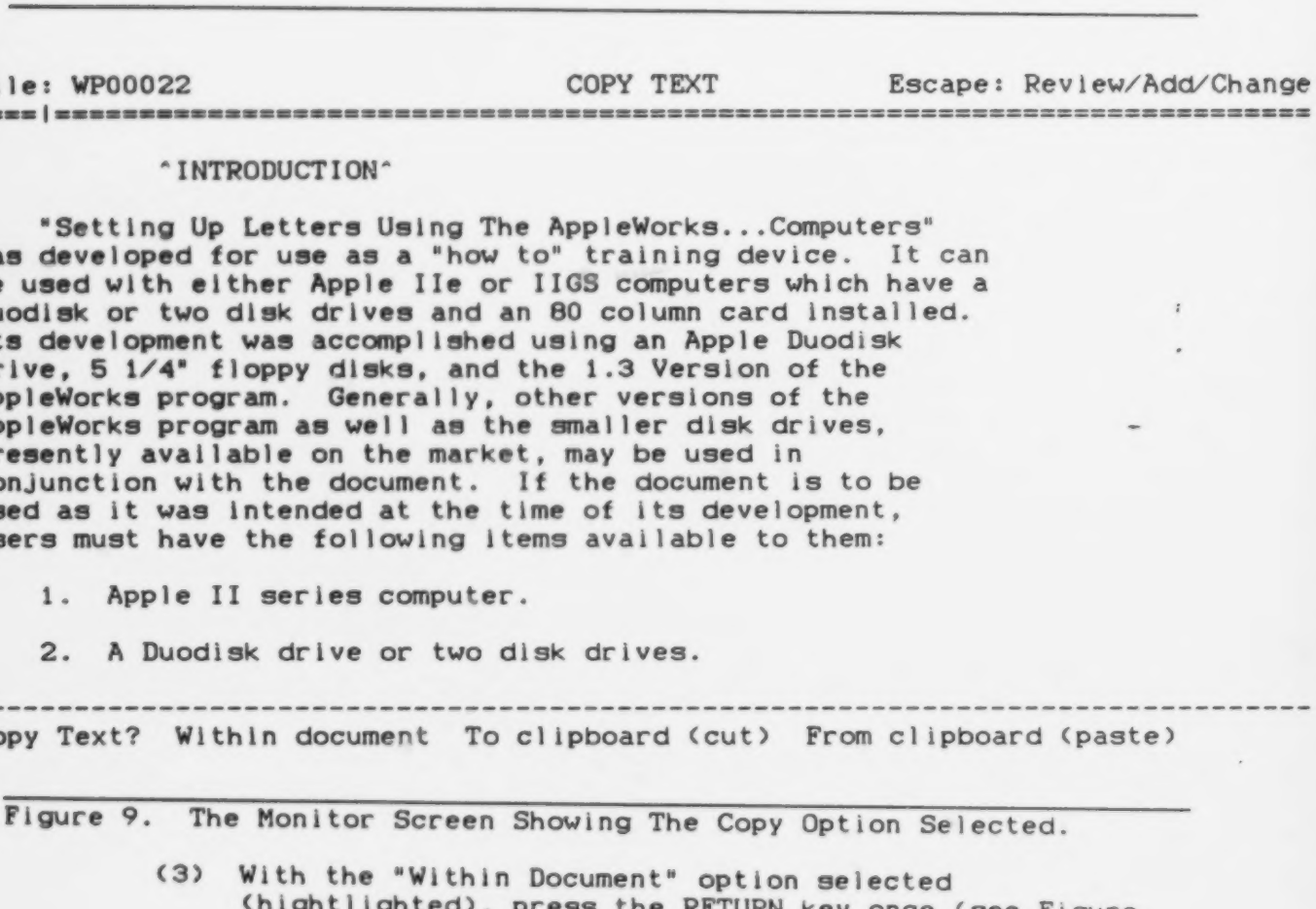
File: WP00022 COPY TEXT Escape: Review/Add/Change
^INTRODUCTION^
"Setting Up Letters Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:
1. Apple II series computer.
2. A Duodisk drive or two disk drives.
Copy Text? Within document To clipboard (cut) From clipboard (paste)

Figure 9. The Monitor Screen Showing The Copy Option Selected.

(3) With the "Within Document" option selected (hightlighted), press the RETURN key once (see Figure 10).

```
File: WP00022                    REVIEW/ADD/CHANGE                Escape: Main Menu
=====|=============================================================================

--------Chars per Inch: 6 chars
--------Centered
          ^INTRODUCTION^

--------Chars per Inch: 10 chars
--------Justified
    "Setting Up Letters Using The AppleWorks...Computers"
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AppleWorks program as well as the smaller disk drives,
presently available on the market, may be used in
conjunction with the document.  If the document is to be
used as it was intended at the time of its development,
users must have the following items available to them:

-------------------------------------------------------------------------------
Type entry or use @ commands          Line 1  Column  1          @-? for Help
```
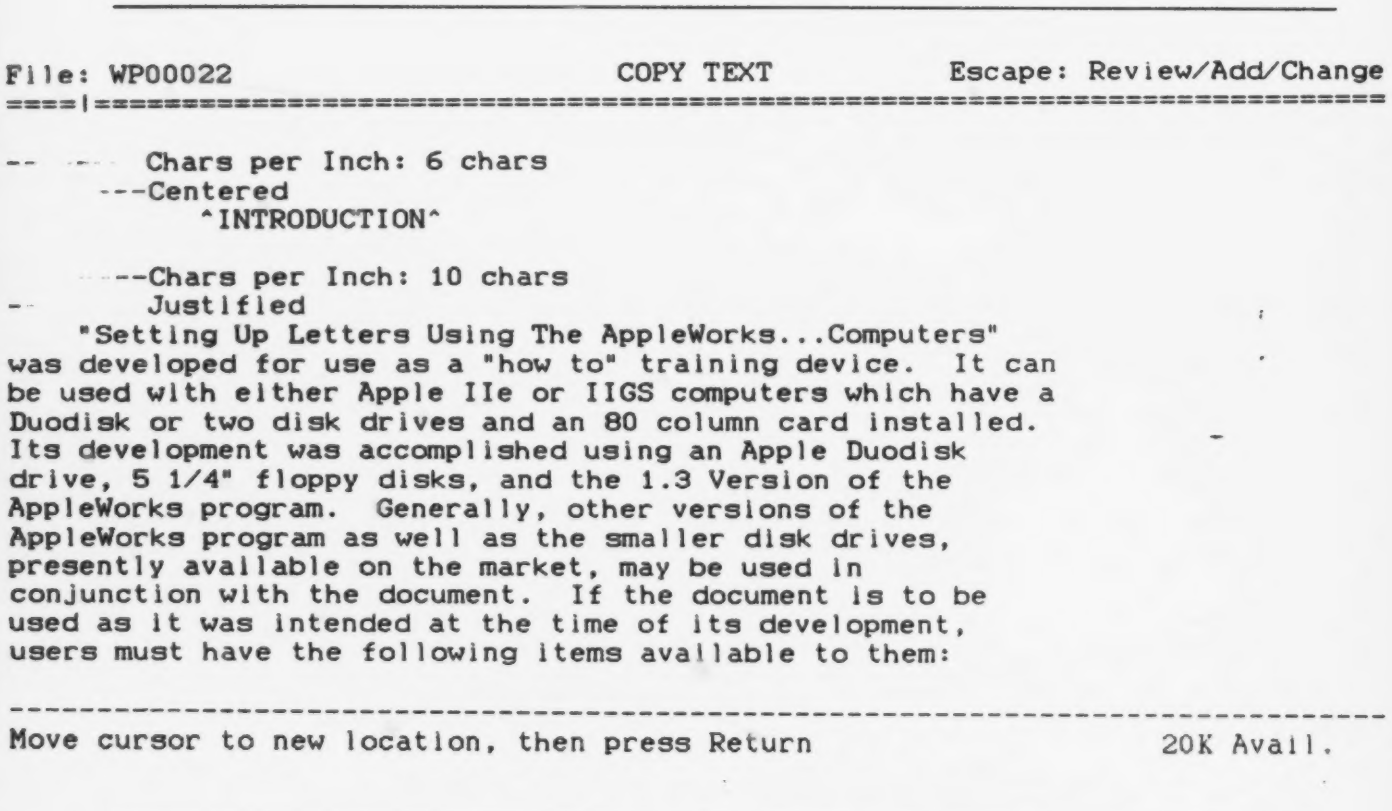

Figure 10. The Monitor Screen Showing The "Within Document" Option Selected.

(4) Use ARROW keys and highlight the portion of your document you wish to copy (directions at bottom of monitor screen).

(5) Press the RETURN key once (see Figure 11).


File: WP00022 COPY TEXT Escape: Review/Add/Change
Chars per Inch: 6 chars
Centered
^INTRODUCTION^
Chars per Inch: 10 chars
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AppleWorks program as well as the smaller disk drives,
presently available on the market, may be used in
conjunction with the document. If the document is to be
used as it was intended at the time of its development,
users must have the following items available to them:
Move cursor to new location, then press Return 20K Avail.

Figure 11. The Monitor Screen Before Moving The Copy.

(6) Use the ARROW keys and move the cursor to the location in the document where you wish the copy of your text to be placed. See the example in Figure 12.

```
File: WP00022                    COPY TEXT          Escape: Review/Add/Change
====|=================================================================================
presently available on the market, may be used in
conjunction with the document.  If the document is to be
used as it was intended at the time of its development,
users must have the following items available to them:

    1.  Apple II series computer.

    2.  A Duodisk drive or two disk drives.

    3.  AppleWorks startup and AppleWorks program disks.
These items may be located on opposite sides of the same
computer disk.

    4.  One data disk.

    The following skills must be mastered by users before
the document can be used as it was intended.  Users must be
able to:

    1.  Turn on the Apple computer.
---------------------------------------------------------------------------------
Move cursor to new location, then press Return                      20K Avail.
```

Figure 12. The Monitor Screen Showing An Example Location Where The Copy Is To Be Moved.

(7) Press the RETURN key once (See Figure 13).

File: WP00022 COPY TEXT Escape: Review/Add/Change

AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.

2. A Duodisk drive or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

Move cursor to new location, then press Return 18K Avail.

Figure 13. The monitor Screen Showing Copied Text.

(8) Press the OPEN-APPLE and the "C" keys at the same time.

(9) Press the RIGHT-ARROW key and move the cursor to highlight the "To clipboard (cut)" option.

(10) Press the RETURN key once (see Figure 14).

File: WP00022 COPY TEXT Escape: Review/Add/Change

presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

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Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in

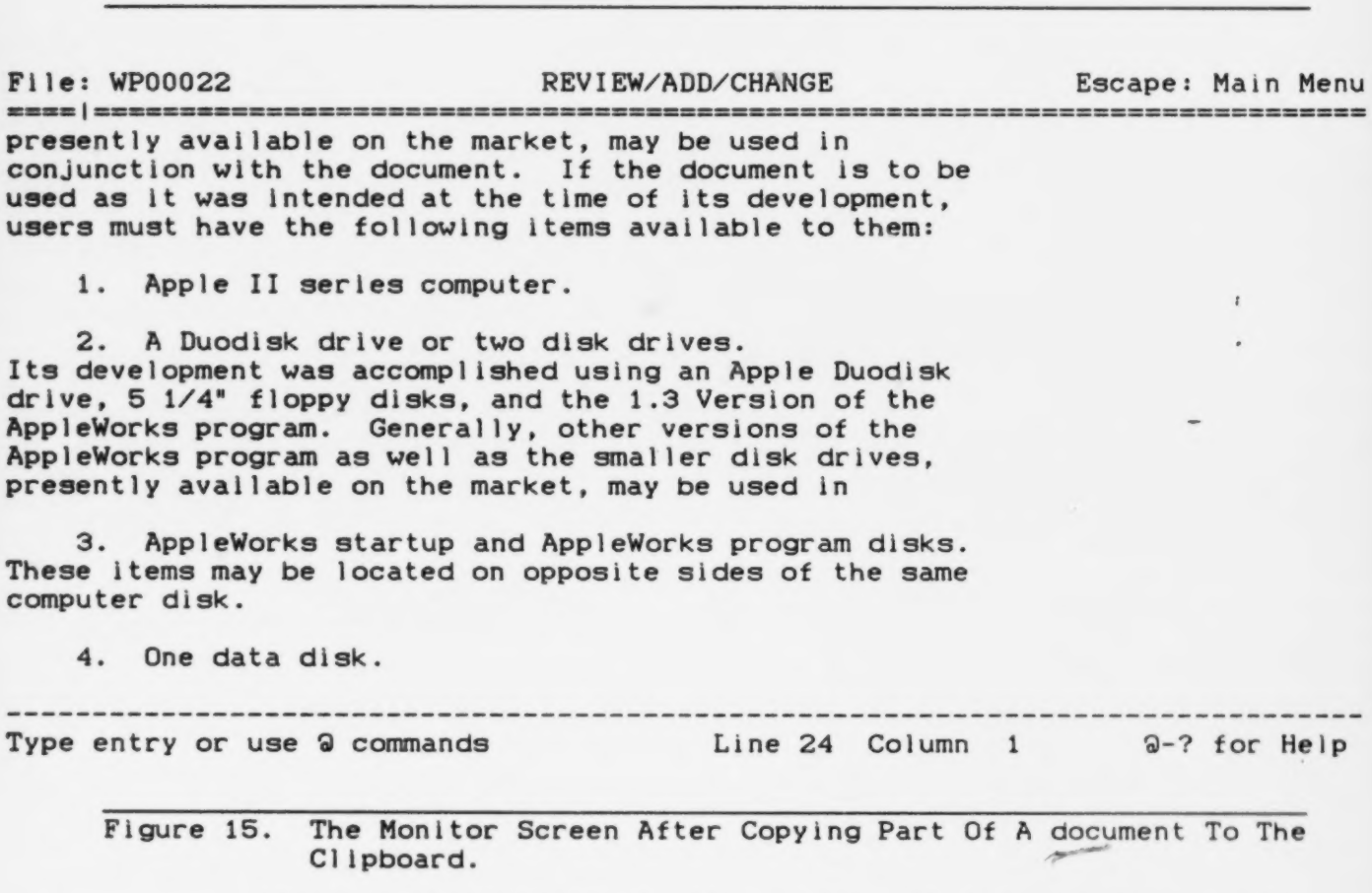
3. AppleWorks startup and AppleWorks program disks.
These items may be located on opposite sides of the same computer disk.

4. One data disk.

Use cursor moves to highlight block, then press Return 20K Avail.

Figure 14. The Monitor Screen After Selecting The Clipboard Option.

(11) Follow the directions provided on the screen, highlighting the portion of the document you wish to copy using the ARROW keys, and then press the RETURN key once. Following this action, your screen will appear similar to the example shown in Figure 15.


File: WP00022 REVIEW/ADD/CHANGE Escape: Main Menu
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3. AppleWorks startup and AppleWorks program disks.
These items may be located on opposite sides of the same
computer disk.
4. One data disk.
Type entry or use @ commands Line 24 Column 1 @-? for Help

Figure 15. The Monitor Screen After Copying Part Of A document To The Clipboard.

(12) Use whatever combination of keys that is necessary and bring the document, that is to receive the copied portion of your original document, to the screen (see Figure 16).

File: WP00025 REVIEW/ADD/CHANGE Escape: Main Menu

^STEPS^ ^DIRECTIONS^

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Type entry or use @ commands Line 1 Column 1 @-? for Help

Figure 16. The Monitor Screen Showing An Example Of A New File To Which Part Of A Copied Document Is To Be Moved.

(13) Use the ARROW keys and place the cursor at the spot where you want the beginning of the copied document to be placed.

(14) Press the OPEN-APPLE and the "C" keys at the same time.

(15) Use the RIGHT-ARROW key to highlight the "From clipboard" option.

(16) Press the RETURN key once (see Figure 17).

File: WP00025 REVIEW/ADD/CHANGE Escape: Main Menu

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in

Type entry or use @ commands Line 24 Column 1 @-? for Help

Figure 17. The Monitor Screen After Copying The Section Of The Original Document Into The New Document.

b. Deleting part of your text.

(1) Identify the part of your document that you need to delete.

(2) Use a combination of ARROW keys and place the cursor under the first letter or number in the document to be deleted.

(3) Press the OPEN-APPLE and the "D" keys at the same time (see Figure 18).

File: WP00025 DELETE TEXT Escape: Review/Add/Change

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

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Use cursor moves to highlight block, then press Return 7K Avail.

Figure 18. The Monitor Screen Showing The Delete Text Function Selected.

(4) Use a combination of ARROW keys to highlight the part of the text that needs to be deleted.

(5) Press the RETURN key once and the compare Figures 18 and 19.

File: WP00025 REVIEW/ADD/CHANGE Escape: Main Menu

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program.

Type entry or use @ commands Line 22 Column 1 @-? for Help

Figure 19. The Monitor Screen Showing Part Of The Text Deleted.

c. Finding parts of or within a document.

(1) Press the OPEN-APPLE and the "F keys at the same time (see Figure 20).

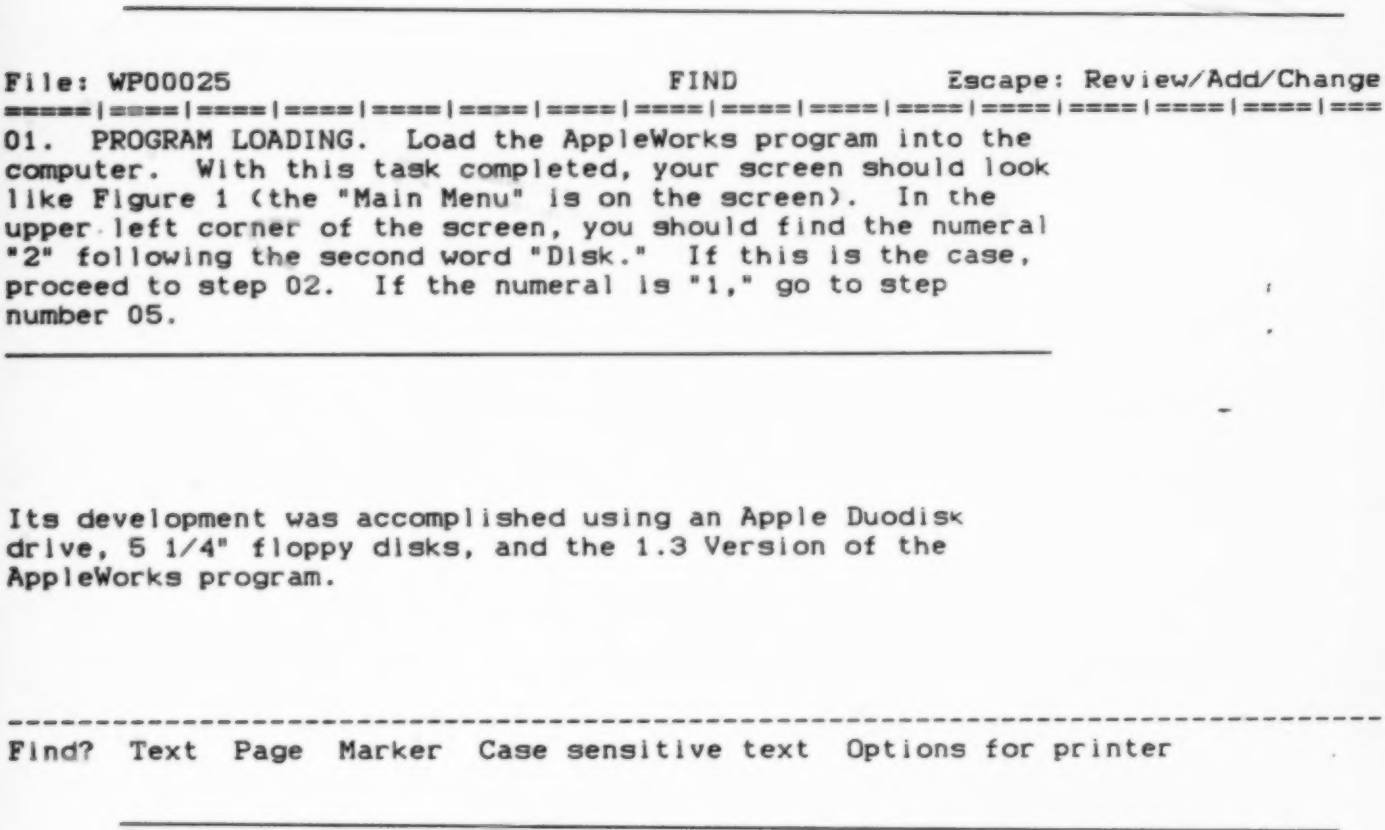
File: WP00025 FIND Escape: Review/Add/Change
01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.
Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program.
Find? Text Page Marker Case sensitive text Options for printer

Figure 20. The Monitor Screen Showing The Find Option Selected.

(2) Use the RIGHT-ARROW key to highlight the type of information you want to find within your document.

(3) If you highlight the "Options for printer" and press the RETURN key once the monitor screen will appear similar to the example shown in Figure 21.

File: WP00025 FIND Escape: Review/Add/Change

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the

FIND PRINTER OPTIONS

Option:	UJ: Unjustified	GB: Group Begin	BE: Boldface End
	CN: Centered	GE: Group End	+B: Superscript Beg
PW: Platen Width	PL: Paper Length	HE: Page Header	+E: Superscript End
LM: Left Margin	TM: Top Margin	FO: Page Footer	-B: Subscript Begin
RM: Right Margin	BM: Bottom Margin	SK: Skip Lines	-E: Subscript End
CI: Chars per Inch	LI: Lines per Inch	PN: Page Number	UB: Underline Begin
P1: Proportional-1	SS: Single Space	PE: Pause Each page	UE: Underline End
P2: Proportional-2	DS: Double Space	PH: Pause Here	PP: Print Page No.
IN: Indent	TS: Triple Space	SM: Set a Marker	EK: Enter Keyboard
JU: Justified	NP: New Page	BB: Boldface Begin	

Figure 21. The Monitor Screen After Selecting The "Find Printer Options" Option.

(4) Select either the "Text" or the "Case sensitive text" option and press the RETURN key. The monitor screen will appear like the example shown in Figure 22.

File: WP00025 FIND Escape: Main Menu

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

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Find what text?

Figure 22. The Monitor Screen Showing A Find Text Option Selected.

(5) If you elect to choose the "Page" option and press the RETURN key you will need to supply the number of the page for which you are looking.

(6) Select the "Text" option by highlighting it.

(7) Press the RETURN key once.

(8) Type in the text (word or words) you wish to find as directed at the bottom of the monitor screen (see Figure 23).

File: WP00025 FIND Escape: Erase entry

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program.

Find what text? THE

Figure 23. The Monitor Screen Showing The Words Of The Text To Be Located.

(9) Press the RETURN key once (see Figure 24).

File: WP00025 FIND Escape: Main Menu

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Find next occurrence? No Yes

Figure 24. The Monitor Screen Showing The First Location Of The Desired Text.

(10) Follow the directions provided at the bottom of the screen until you have found the desired location in the document.

(11) Insure the "No" option is highlighted and press the RETURN key once (see Figure 25).

File: WP00025 MAIN MENU

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Type entry or use @ commands Line 18 Column 33 @-? for Help

Figure 25. The Monitor Screen After Exiting The Find Function.

d. Identifying the locations of page breaks. This option allows you to identify the exact locations of the ends of the pages in your document. If you want to change the locations of the ends of the pages, you need to use the OPEN-APPLE-O command.

(1) Press the OPEN-APPLE and the "K" keys at the same time. You will see a message on your monitor screen similar to the one shown in Figure 26.

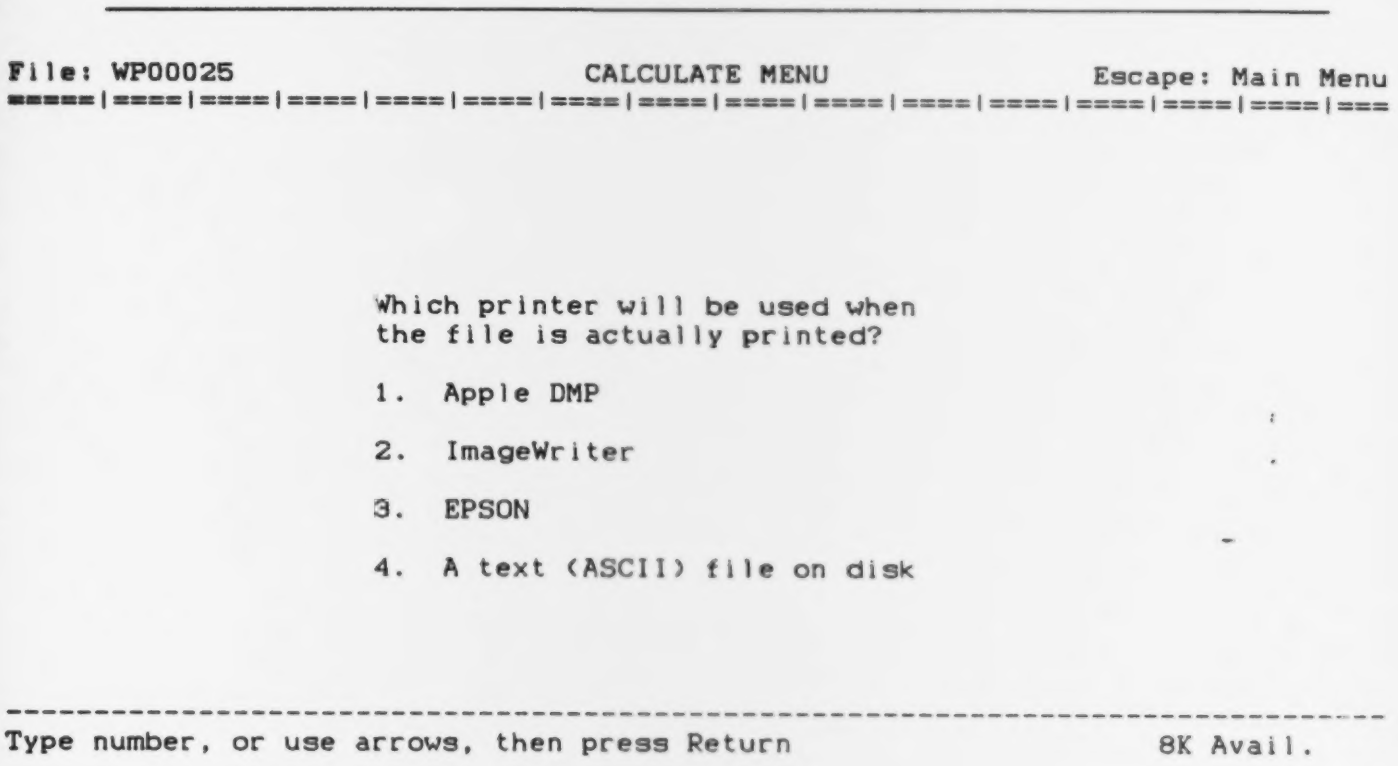

Figure 26. The Monitor Screen After Selecting The Page Break Command.

(2) Use the ARROW keys and select the type of printer connected to your machine by highlighting its name.

(3) Press the RETURN key once and examine Figure 27. Your monitor screen will appear similar to this Figure.

File: WP00025 MAIN MENU

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Type entry or use @ commands Line 18 Column 33 @-? for Help

Figure 27. The Monitor Screen After Completing The Identification Of Page Breaks.

e. Moving part or all of a document.

(1) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 28).

File: WORD PROCESSING REVIEW/ADD/CHANGE Escape: Main Menu

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Type entry or use @ commands Line 37 Column 39 @-? for Help

Figure 26. The Monitor Screen After Selecting The Page Break Command.

(2) Use the ARROW keys and select the type of printer connected to your machine by highlighting its name.

(3) Press the RETURN key once and examine Figure 27. Your monitor screen will appear similar to this Figure.

File: WORD PROCESSING MOVE TEXT Escape: Review/Add/Change

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Move Text? Within document To clipboard (cut) From clipboard (paste)

Figure 27. The Monitor Screen After Completing The Identification Of Page Breaks.

e. Moving part or all of a document.

(1) Set your cursor under the first letter or number of the text to be moved.

File: WP00025 MOVE TEXT Escape: Main Menu

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Move Text? Within document To clipboard (cut) From clipboard (paste)

Figure 28. The Monitor Screen After Selecting The Move Information Option.

(2) Set your cursor under the first letter or number of the text to be moved.

(3) Select the "Within document" option by insuring that it is highlighted and pressing the RETURN key once (see Figure 29).

File: WP00025 MOVE TEXT Escape: Main Menu

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Use cursor moves to highlight block, then press Return 5K Avail.

Figure 29. The Monitor Screen After Selecting The Within Document Option.

(4) Use the ARROW keys to highlight that portion of your document which you desire to move.

(5) Press the RETURN key once and examine the example results in Figure 30.

File: WP00025 MOVE TEXT Escape: Review/Add/Change

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Move cursor to new location, then press Return 8K Avail.

Figure 30. The Monitor Screen After Entering The Text To Be Moved.

(6) Use arrow keys and move the cursor to the position in your document where you wish to move the highlighted text.

(7) Press the RETURN key once (see Figure 31).

File: WP00025 MAIN MENU

green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

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Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Type entry or use @ commands Line 69 Column 5 @-? for Help

Figure 31. The Monitor Screen After Moving Part Of The Text.

(8) If you desire to move part of your document to the clipboard and then on to another file, the procedure is the as that for moving part of the document within the file, except that you must select the "To clipboard" option.

f. Changing the names of files. This is an extremely important option because it allows you to retain your original file on a data disk while at the same time rapidly creating a new document which, when completed, may be quite similar to the original document without having to create the new document from scratch.

(1) Press the OPEN-APPLE and the "N" keys at the same time (see Figure 32).

File: WP00025 CHANGE FILENAME Escape: Review/Add/Change

Figure 1. The Computer Screen With Disk Drive Two Selected.

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02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Type filename: WP00025 8K Avail.

Figure 32. The Monitor Screen With The Name Change Option Selected.

(2) Press the OPEN-APPLE and the "Y" (yank) keys at the same time (see Figure 33).

File: WP00025 CHANGE FILENAME Escape: Restore former entry

Figure 1. The Computer Screen With Disk Drive Two Selected.

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02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Type filename: 8K Avail.

Figure 33. The Monitor Screen After Using The Yank Function.

(3) Type the new file name (see Figure 34).

File: WP00025 CHANGE FILENAME Escape: Restore former entry

green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

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Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Type filename: WORD PROCESSING 5K Avail.

Figure 34. The Monitor Screen After Typing New File Name.

(4) To enter the new file name in the computer memory, press the RETURN key once. Exaamine the upper left corner of Figure 35 and then compare Figures 34 and 35.

File: WORD PROCESSING REVIEW/ADD/CHANGE Escape: Main Menu

Figure 1. The Computer Screen With Disk Drive Two Selected.

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02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Type entry or use @ commands Line 39 Column 1 @-? for Help

Figure 35. The Monitor Screen After Entering The New File Name.

g. Replacing the wording of part of your document with new wording.

(1) Press the OPEN-APPLE and the "R" keys at the same time (see Figure 36).

File: WORD PROCESSING REPLACE Escape: Review/Add/Change

Figure 1. The Computer Screen With Disk Drive Two Selected.

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02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Replace? Text Case sensitive text

Figure 36. The Monitor Screen After Selecting The Replace Option.

(2) Select the "Text" option by insuring that it is highlighted and then pressing the RETURN key once. See Figure 37 - the picture would be identical if you chose the "Case sensitive text" option.

File: WORD PROCESSING REPLACE Escape: Main Menu

green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

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Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Replace what?

Figure 37. The Monitor Screen After Selecting The Text Option.

(3) Type the word or words to be replaced (see Figure 38).

File: WORD PROCESSING REPLACE Escape: Main Menu

green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

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Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Replace? One at a time All

Figure 38. The Monitor Screen Showing Text To Be Replaced.

(4) Press the RETURN key once (see Figure 39).

File: WORD PROCESSING REPLACE Escape: Review/Add/Change

Figure 1. The Computer Screen With Disk Drive Two Selected.

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02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Replace with what? 8K Avail.

Figure 39. The Monitor Screen After Entering The Text To Be Replaced.

(5) Type the replacement text (see Figure 40).

```
File: WORD PROCESSING                    REPLACE                    Escape: Erase entry
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
```

Figure 1. The Computer Screen With Disk Drive Two Selected.

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02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

```
--------------------------------------------------------------------------------
Replace with what? A                                                  8K Avail.
```

Figure 40. The Monitor Screen Showing The Replacement Text.

(6) Press the RETURN key once (see Figure 41).

File: WORD PROCESSOR REPLACE Escape: Review/Add/Change

We undertake these tasks one at a time as a solution one at a time is sought for the problem.

Replace? One at a time All

Figure 41. The Monitor Screen Showing The Replacement Text Entered.

(7) Select the "One at a time" option by pressing the RETURN key. Your monitor screen will show the first occurrence of the text to be replaced (see Figure 42).

File: WORD PROCESSING REPLACE Escape: Review/Add/Change

Figure 1. The Computer Screen With Disk Drive Two Selected.

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Replace this one? No Yes

Figure 42. The Monitor Screen Showing The First Occurrence Of The Text To Be Replaced.

(8) Use the RIGHT-ARROW key to highlight the "Yes" option.

(9) Press the RETURN key once to accomplishment the replacement (see Figure 43).

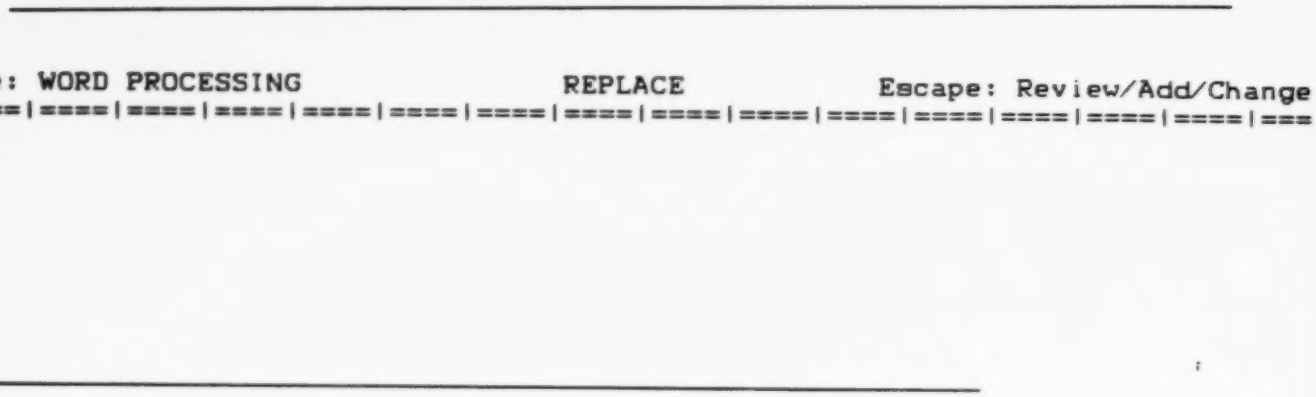

Figure 1. A Computer Screen With Disk Drive Two Selected.

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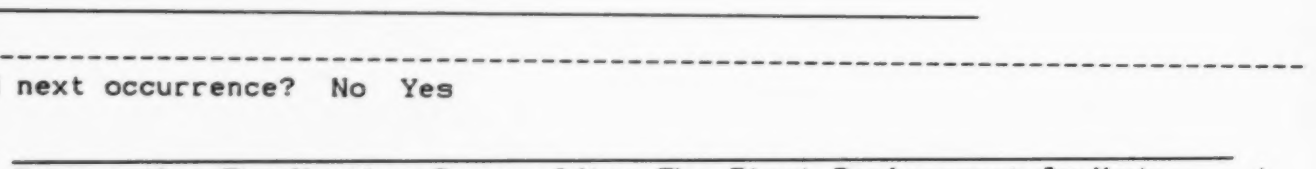

Figure 43. The Monitor Screen After The First Replacement Is Made.

(10) If you want to continue on to the next occurrence of the text to be replaced, highlight the "Yes" option and press the RETURN key or press the ESC key to return to the document.

(11) Press the ESC key (see Figure 44).

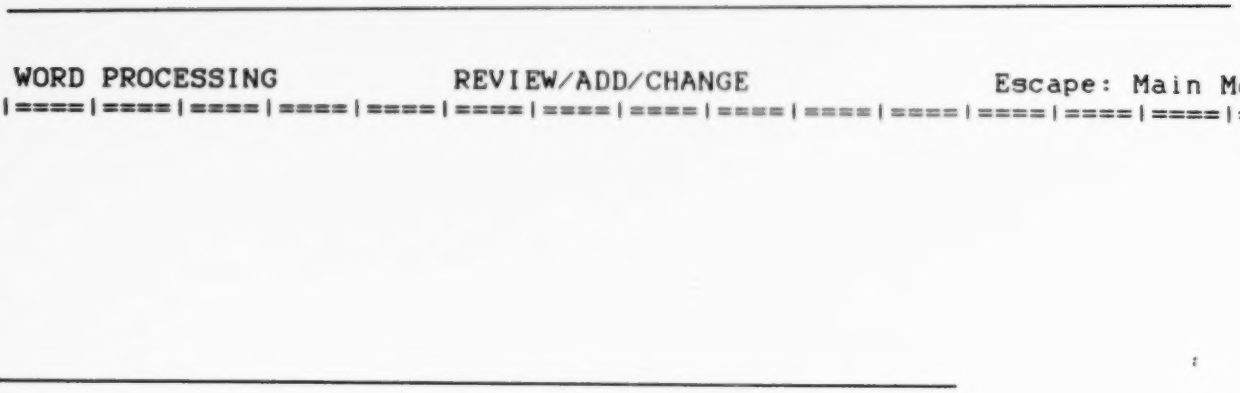

Figure 1. A Computer Screen With Disk Drive Two Selected.

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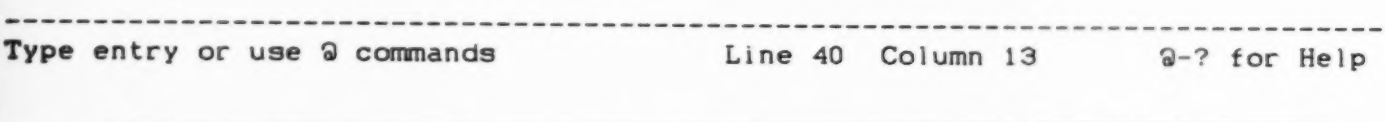

Figure 44. The Monitor Screen After Returning To The Original Document.

h. Setting tabs.

(1) Press the OPEN-APPLE and the "T" keys at the same time (see Figure 45).

File: WORD PROCESSING MODIFY TAB STOPS Escape: Review/Add/Change

Figure 1. A Computer Screen With Disk Drive Two Selected.

--------Page Footer

Tab stops: S: Set C: Clear R: Remove all (Column 13)

Figure 45. The Monitor Screen After Selecting The Tab Set Option.

(2) Press the "R" key (see Figure 46).

File: WORD PROCESSING MODIFY TAB STOPS Escape: Review/Add/Change

Figure 1. A Computer Screen With Disk Drive Two Selected.

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Tab stops: S: Set C: Clear R: Remove all (Column 13)

Figure 46. The Monitor Screen After Removing All Preset Tabs.

(3) Use the RIGHT-ARROW key and move the cursor to column #6. You can easily tell when your cursor is in column #6 by examining the lower right corner of the monitor screen.

(4) Press the "S" key once (see Figure 47).

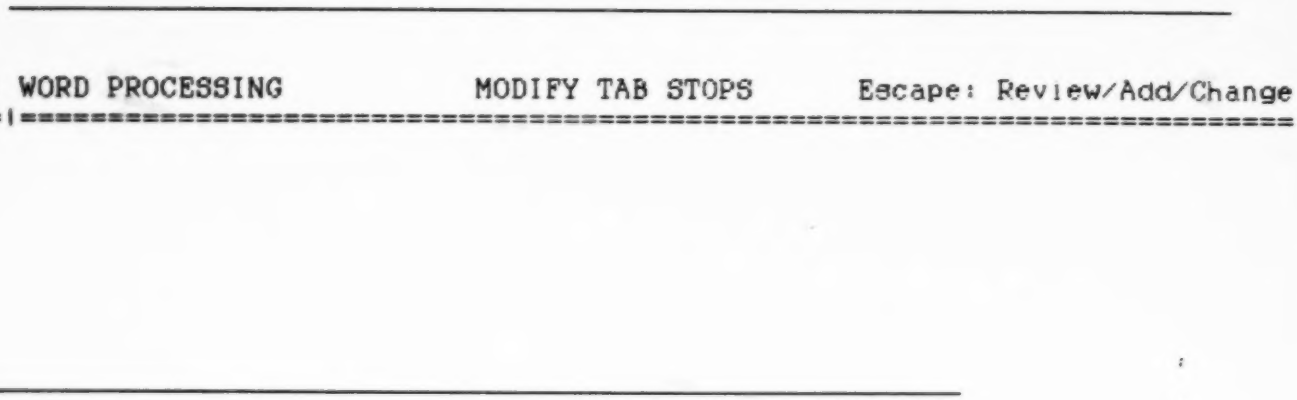

Figure 1. A Computer Screen With Disk Drive Two Selected.

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Figure 47. The Monitor Screen Setting A Tab Cue In Column #6.

(5) Press the ESC key once (see Figure 48).

File: WORD PROCESSING REVIEW/ADD/CHANGE Escape: Main Menu

Figure 1. A Computer Screen With Disk Drive Two Selected.

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Type entry or use @ commands Line 40 Column 13 @-? for Help

Figure 48. The Monitor Screen After Escaping From The Tab Option.

1. Bold facing.

   (1) Identify a word or group of words in your document that you would like to print in "bold face."

   (2) Use the ARROW keys and move the cursor directly under the first letter of the first word you would like printed in "bold face."

   (3) Press and hold down the CONTROL key and while it is held down, press and release the "B" key.

   (4) Press the LEFT-ARROW key once. Your monitor screen will appear similar to the example shown in Figure 49.

File: WORD PROCESSING MAIN MENU

Figure 2. ^The Screen After Selecting, the "Add Files to the Desktop" Option.

03. SELECTING DATA BASE. Select "Data Base" from the "Add Files" menu as follows:

```
Type entry or use @ commands          Boldface Begin          @-? for Help
```

Figure 49. The Monitor Screen Showing Bold Face Begin.

(5) Use the RIGHT-ARROW key and move the cursor to the column (space) immediately following the last letter that is to be printed in bold face.

(6) Press and hold down the CONTROL key and while it is being held down, press and release the "B" key.

(7) Move the cursor one space to the left, using the LEFT-ARROW key (see Figure 50).

File: WORD PROCESSING MAIN MENU

Figure 2. ^The Screen After Selecting^, the "Add Files to the Desktop" Option.

03. SELECTING DATA BASE. Select "Data Base" from the "Add Files" menu as follows:

```
Type entry or use @ commands          Boldface End          @-? for Help
```

Figure 50. The Monitor Screen Showing Bold Face End.

j. Underlining part of your text. The procedure for underlining part of your text is the same as ths bold face procedure discussed above in "I" except that the "L" key instead of the "B" is used with the CONTROL key.

k. Moving to the beginning of a file. Press and hold down the OPEN-APPLE key and while that key is held down, press and release the "1" key. An example of the result is shown in Figure 51, with the cursor now located at the beginning of the file.

```
File: WORD PROCESSING          REVIEW/ADD/CHANGE          Escape: Main Menu
======|=================================================================

^STEPS^                    ^DIRECTIONS^

01.  PROGRAM LOADING.  Load the AppleWorks program into the
computer.  With this task completed, your screen should look
like Figure 1 (the "Main Menu" is on the screen).  In the
upper left corner of the screen, you should find the numeral
"2" following the second word "Disk."  If this is the case,
proceed to step 02.  If the numeral is "1," go to step
number 05.

Its development was accomplished using an Apple Duodisk
drive, 5 1/4" floppy disks, and the 1.3 Version of the
AppleWorks program.

-------------------------------------------------------------------------
Type entry or use @ commands          Line 1  Column  1        @-? for Help
```

Figure 51. The Monitor Screen After Using The OPEN-APPLE-1 Option.

1. Moving to the end of a file. Press and hold down the OPEN-APPLE key and while it is held in the down position, press and release the 9 key (see Figure 52).

File: WORD PROCESSING REVIEW/ADD/CHANGE Escape: Main Menu

16. FILE SAVE. Press the OPEN-APPLE and the "S" keys at the same time to save the file.

17. RETURN TO MAIN MENU. Return to the "Main Menu" by pressing the ESC key once.

Type entry or use @ commands Line 999 Column 1 @-? for Help

Figure 52. The Monitor Screen After Exercising THe OPEN-APPLE-9 Option.

m. Additional help. For additional help, consult the AppleWorks instruction book.